

DEPARTMENT OF THE ARMY
U.S. ARMY CONTRACTING AGENCY SOUTHERN REGION
1301 ANDERSON WAY, SW.
BUILDING 131
FORT McPHERSON, GEORGIA 30330-1096

REPLY TO
ATTENTION OF

SFCA-SR

13 December 2002

MEMORANDUM FOR Army Contracting Agency Southern Region (ACASR) Installations

SUBJECT: Southern Region Implementation Memorandum (SRIM) 03-02, Designated Requirements Document Submission

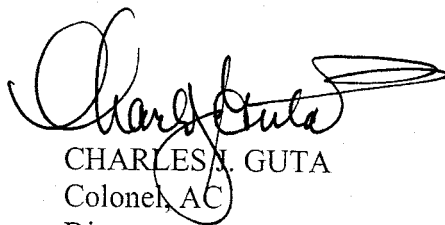
1. The Army Contracting Agency Acquisition Instructions (AI) dated 30 September 2002, Sections 4 and 7.1(c) prescribe regional review and oversight of designated contract instruments and supporting documents. The attached listing provides the designated contract instruments and documents to be reviewed, approved and monitored by the ACA, SR (enclosure 1). Please review the attached matrix and ensure that applicable documents are electronically forwarded for regional review, **effective immediately** (enclosure 2). Also, for current acquisitions, please submit to this office a list of any acquisition plans, solicitations and/or other specifically designated requirements, that fall within the designated levels and were **issued or in process prior** to this request. Specific requests may be determined from the list and selected for regional submission. The Requirements List should be forwarded to the assigned ACA, SR installation lead and back-up analysts within the Contract Operations Division (see SRIM 03-01, attachment 9). **Suspense for Requirements List submission is 20 December 2002.** The list should include: Requirement Name, Estimated Dollars (all years), Review Required, Status/ Progress, and Contracting Point of Contact (Name, Telephone Number and Email Address).
2. The designated review requirement will remain in effect until the automated ACA Installation Acquisition Planning Process is established, which is proposed for submission of FY04 requirements. The matrix enclosed provides the current document submission requirements and coordination timelines that should be followed when establishing lead times for regional review and approval of documents for FY03. Please ensure that all documents submitted for regional review receive complete local reviews and coordination prior to forwarding.
3. An infrastructure for the ACA central website as discussed at AI Section 7.1(a) is in process. Future guidance regarding requirements to be posted to the ACA website and designated reviews will be provided. It is proposed that rules for migration of requirements to the region, revised document submission procedures, compliance with acquisition planning and posting update processes as prescribed at AI Section 7 will be further implemented at that time.

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4. Any questions or clarifications may be addressed to Beverly Thomas, Acting Chief, Contract Operations Division, at thomasb@forscom.army.mil, or call 404-464-0466. Please coordinate any hard copy submissions that cannot be forwarded electronically with the assigned installation analyst.

2 Encls
as



CHARLES A. GUTA
Colonel, AC

Director
Army Contracting Agency, Southern Region
Principal Assistant Responsible
for Contracting

Document Submission Requirements

Type Action	Acq Plan	Solicitation	Source Selection Plan	Legal Review	POM	PNM
CA/ A-76	X	X	X	X	X	X
Master Contracts	X	X	X	X	X	X
Best Value w/cost/technical trade offs >\$3Mil	X	X	X	X	X	X
Alpha Contracts (Sole Source)*	X	X		X	X	X
Cost Reimbursement >\$3Mil	X	X	X	X	X	X
Incentive Contracts	X	X	X	X	X	X
Formal Source Selection	X	X	X	X	X	X
Food Service	X	X	X	X	X	X
A-E						X
8(a) >\$ 3Mil	X				X	X
JOC	X	X	X	X	X	X
Privatization	X	X	X	X		
Miscellaneous Actions						
J&As				X		
Protests				X		
Override Decisions of Automatic Stay Provision				X		
Deviations				X		
Local Clauses				X		
Ratifications				X		

*Submit documentation only if an ACA SR PARC Office representative is not participating on the Alpha Team.

Approval Timelines

Type Document	10 Working Days	15 Working Days	20 Working Days	45 Working Days
POM			X	
PNM	X			
Acquisition Plan			X	
Ratification				
< \$10,000				
> \$10,000		X		
J&A				
<\$ 10Mil			X	
>\$ 10 Mil				X
Solicitations				
Single function			X	
Multi-function				X
Draft RFP		X		
JOC Solicitations			X	
Full Food Service			X	

**ACASR
INSTALLATION ASSIGNMENTS
CONTRACT OPERATIONS DIVISION**

1. In accordance with the delegations specified in the ACA AI, dated 30 SEP 02, the following contract instruments/documents will be reviewed by the HQ ACASR:

- a. Commercial Activities to include Drafts
- b. Master Contracts
- c. Competitive Best Value Requirements >\$3M
- d. ALPHA Contracts
- e. Cost Reimbursement Contracts
- f. Incentive Contracts
- g. All Formal Source Selections
- h. All Architectural and Engineering (A&E) Contracts
- i. Food Services Contracts
- j. All Draft Solicitations
- k. Acquisition Plans and Review Documents
- l. Justifications and Approvals for Other Than Full and Open Competition
- m. Protests
- n. Stay Provisions
- o. Prenegotiation Objective Memorandums / Price Negotiation Memorandums
- p. Job Order Contracts
- q. 8(a) Set-Aside Contracts
- r. Privatization Contracts

2. The ACA SR installation assignments are as follows:

<u>INSTALLATION</u>	<u>LEAD ANALYST</u>	<u>BACK-UP ANALYST</u>
BENNING	S. HUNNICUT	C. GANN
BLISS	J. SYLVESTER	V. JORDAN
BRAGG	J. SYLVESTER	V. JORDAN
CAMPBELL	S. WILBON	J. SYLVESTER
GORDON	S. MARION	S. HUNNICUTT
HOOD	S. MARION	S. HUNNICUTT
HUACHUCA	S. HUNNICUTT	C. GANN
IRWIN	S. HUNNICUTT	C. GANN
JACKSON	S. MARION	S. HUNNICUTT
KNOX	S. MARION	S. HUNNICUTT
POLK	S. WILBON	J. SYLVESTER
RUCKER	S. MARION	S. HUNNICUTT
SAM HOUSTON	J. SYLVESTER	V. JORDAN
SILL	J. SYLVESTER	V. JORDAN
STEWART	S. WILBON	J. SYLVESTER
PRESIDIO OF MONTEREY	S. HUNNICUTT	C. GANN
McCLELLAN	S. WILBON	J. SYLVESTER
CENTER	S. HUNNICUTT	C. GANN